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TO: Superintendents and Principals  
RE: Release of 2009 NECAP Results for Grades 3 through 8 and 11  
DATE: January 6, 2010

Release of grades 3-8 and 11 results from the October 2009 administration of the New England Common Assessment Program (NECAP) will begin on January 27th. The purpose of this memo is to provide information on the process, dates for releasing results, and instructions for accessing and downloading reports from the NECAP reporting website.

**NEW THIS YEAR:** The Vermont Department of Education and Measured Progress are pleased to introduce the new **NECAP Analysis and Reporting System**. This system includes an interactive component which allows school and district users to sort and filter data on the Item Analysis Reports. Several new NECAP reports are also available interactively including the Released Item Summary Data Report, the Achievement Level Summary Report, and the Longitudinal Student Report. Principals will also have access to student-level data files that contain demographics, scores, questionnaire results, and student performance on the released items. Like the district student-level data files that have been available to superintendents in the past, the principal's student-level data files can be opened in a database such as Excel or Access to permit custom analysis. In addition, principals will be able to create unique teacher accounts by assigning specific students to teachers. Teachers can then login to their account which will allow them to access the interactive reports populated with the subgroup of students assigned to them, including confidential student-level data. The entire analysis and reporting system including the interactive component will be demonstrated at the upcoming reporting workshops in early February (see below for dates and locations).

Following is the schedule for release of NECAP grades 3-8 and 11 results:

**January 27:** A 6-day verification period will begin at 7:30 AM. The purpose of verification is to help ensure that all students who actually participated in NECAP testing are included in school and district NECAP reports. Using the master password listed at the top of this page, principals will be able to access the NECAP reporting website to download and review the **student-level data files** for each grade level in the school that participated in NECAP testing. No other NECAP reports will be available at this time. Principals are asked to review the students listed in their student-level data files and to note any students who have been added or deleted. Any discrepancies should be reported immediately to **Mary Ann Minardo** at the Vermont DOE. Mary Ann's phone number is **(802) 828-5410**. Superintendents will also be able to access student-level data files for all district or supervisory union schools using a password sent to them in a separate mailing. No specific actions are required of superintendents. Please note that it will not be possible to regenerate reports when errors occur because schools have incorrectly coded test booklets or have provided incorrect student information through the annual school census. However, it is important to report all discrepancies so that corrections can be made in the records that will be used to calculate Adequate Yearly Progress. **PLEASE NOTE: STUDENT-LEVEL DATA FILES ARE AVAILABLE AT THIS POINT FOR VERIFICATION PURPOSES ONLY. ALL NECAP RESULTS ARE EMBARGOED UNTIL THE CONCLUSION OF THE COMMISSIONER'S PRESS CONFERENCE ON FEBRUARY 2<sup>nd</sup>.**

**February 1:** The verification period will end at the close of the business day and a one day review period will begin. At this point the Department will assume that all schools that **HAVE NOT** reported discrepancies are satisfied that all students who actually participated in testing are included in the NECAP file. The purpose of the review period is to provide superintendents and principals with access to NECAP results prior to public release in order to anticipate any questions or issues that may arise. On February 1, the master password will provide principals access to all NECAP reports, including School Results Reports, School Summary Reports, Item Analysis Reports, Released Items and Support Materials documents, and the *Guide to Using the 2009 NECAP Reports*. The superintendent's password will provide access to all these reports for all schools in the district or supervisory union. **The principal may begin to set up individual teacher accounts at this time, but must not distribute passwords to teachers until the embargo ends. EMBARGO CONTINUES.**

**February 2:** Commissioner Vilaseca will hold a mid-day press conference to release NECAP results to the public. Following the press conference, the embargo will be lifted so that superintendents and principals can share school, district

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and state results with their boards, staff and communities. A general use username and password (listed at the top of this memo) will be activated at this time. The general use password provides access to all NECAP reports and materials **EXCEPT THOSE THAT INCLUDE INDIVIDUAL STUDENT RESULTS**. At the principal's discretion, the general use password can be made available to teachers, school board members, or other individuals with a legitimate interest in NECAP results but who are not privileged to confidential student information. **Unique teacher accounts created by the principal can be accessed at this time.** **EMBARGO ENDS.**

**February 3-5:** Individual Student Reports (2 copies per student) will be shipped to schools. A color copy will be provided for parents/guardians and a black and white copy will be provided for school records. Although both state and federal law requires schools to forward these reports to parents, the method of distribution is a matter of local school policy. However, mailing reports directly to parents, without any opportunity for clarification from school staff, is strongly discouraged. In the shipment of Student Reports, high schools will also receive a data disc containing student work from the 11<sup>th</sup> grade writing test.

**Instructions for accessing the password protected NECAP results online:**

1. Go to <http://iservices.measuredprogress.org>.
2. Select New England Common Assessment Program (NECAP) from the drop-down menu and click on the "Enter" button.
3. On the left-hand side of the screen, click on "NECAP Reporting".
4. Select the link for your state.
5. Enter your username and password in the appropriate boxes. Your username and unique, randomly generated password appear at the top of this memo. Click on the "Log In" button.
6. A successful log in will direct you to the NECAP Analysis and Reporting System homepage.
7. Use the tabs at the top of the screen to navigate through the reports. Follow the detailed instructions provided on each screen.

Please note that the new 2009-10 passwords will be valid for the entire 2010 calendar year, including the release of science test results in the fall. However, in the event of a security concern or a change in school leadership, a new password can be issued. Please contact the NECAP Service Center at 1-877-632-7774 to initiate a password change.

**Important Note:** On January 20, at 5 P.M., last year's NECAP confidential and non-confidential reports will be removed from the NECAP reporting website to make room for the 2009 results. If you have not done so already, we strongly encourage you to download these files into your own data systems for future reference. You will need to use your 2008-09 username and password to access these files. **Please note that your 2008-09 username and password will not work after January 20, 2010.**

If you need any assistance accessing your reports, call the NECAP Service Center toll free at **1-877-632-7774** between the hours of 8 A.M. and 4 P.M., Monday through Friday. As always, you may direct questions or comments to Michael Hock, Vermont State Director of Educational Assessment. Michael can be reached by phone (802-828-3115) or email ([Michael.Hock@state.vt.us](mailto:Michael.Hock@state.vt.us)).

**Reporting Workshops**

The VT Department of Education and Measured Progress will be conducting five reporting workshops in early February. These workshops are designed for principals, superintendents, and any staff members who are directly involved with student data and analysis of results. The workshops will provide an introduction to the new **NECAP Analysis and Reporting System**, including an overview of the various NECAP reports and support materials. Participants will receive instruction about how to sort and apply filters to Item Analysis Reports, access released item information, and view the new Longitudinal Student Report. Because much of this is new information, each school is encouraged to send at least one, but not more than two representatives to one of these workshops.

**Registering for the NECAP Reporting Workshops online:**

1. Go to <http://iregister.measuredprogress.org>.
2. Select “New England Common Assessment Program” from the drop-down menu and click on the “Enter” button.
3. Select the link for the site you want to register for and follow the online directions.

Following are times and locations for the NECAP Reporting Workshops:

Date	Location	Time*
February 3	Killington Grand Summit Hotel, Killington	1:00 p.m. – 3:30 p.m.
February 4	Mt. Snow Grand Summit, Mt. Snow	9:00 a.m. – 11:30 a.m.
February 8	The Hampton Inn, Burlington	1:00 p.m. – 3:30 p.m.
February 9	The Capitol Plaza, Montpelier	9:00 a.m. – 11:30 a.m.
February 10	The Comfort Inn, St. Johnsbury	9:00 a.m. – 11:30 a.m.

**\*Please note that registration for all workshops will begin half an hour prior to start time of workshops.**

**Weather Cancellation Policy:**

The VT Department of Education and Measured Progress will make every effort to conduct all workshops as scheduled. In the case of severe inclement weather, it is possible that a workshop will be cancelled. If you think that a workshop might be cancelled due to weather, please call the NECAP Service Center at 1-877-632-7774 on the day of the workshop to see if it has been cancelled. As always, please use your best discretion and do not travel in unsafe conditions. If a workshop is cancelled, please register for another workshop in VT on a later date.

If you need any assistance or have any questions regarding these workshops, please call the NECAP Service Center at 1-877-632-7774 between the hours of 8 a.m. and 4 p.m., Monday through Friday.